

Kirandeep Kaur RN

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OBJECTIVE

Seeking for position to gain firsthand experience, learn the basics of primary health care, a job where growth prospects are unlimited, and individuality is recognized by work and to achieve professional satisfaction by enhancing my skills through continuous learning whilst meeting higher responsibilities and involving in competent work areas.

LICENSE AND CERTIFICATES

- BOARD OF REGISTERED NURSING CA license No: 95292880.
- BLS and CPI certified.
- In process of getting ACLS and PALS certification.

SKILLS

- Administrative and management, Complex Problem Solving.
- Judgment and decision making, Negotiation.
- Education and training.
- Coordination and Critical Thinking.
- Computer charting.
- Experienced in Microsoft applications.
- Familiar with Medical terminology.
- Typing skills between 50-60 words per minute.
- Strong communication skills and Multilingual: English, Hindi, Punjabi.
- Strong mathematical skills.

EDUCATION

Diploma in General Nursing and Midwifery: Sandhu Institute of Nursing from India, 2013 to 2017.

High school Diploma: Sierra High School Manteca, CA in 2012.

WORK EXPERIENCE

Mental Health Worker (September 2021-Present) Kaiser Behavioral Health Center Santa Clara.

Responsibilities

- Assisting patients with daily tasks such as eating, bathing, and getting dressed.
- Ensuring that patients follow treatment plans and take the necessary medication.
- Alleviating duties from the patients' families.
- Creating treatment plans for patients

- Measure vital signs and take samples of urine, sputum as needed.
- Provide care to patients in a manner that promotes safety, comfort, and the therapeutic environment.
- Works with other members of multidisciplinary teams in leading milieu activities such as event groups, goals group, fitness group, activities of daily living groups, or recreational.
- Maintains confidentiality of patient records.

Mental Health Technician (November 2020-Jan 2022) Fremont Hospital

Responsibilities

- Observe and assist mental health patients with daily activities.
- Ensure the comfort of patients during and between treatments.
- Provide transport to and from treatments.
- Measure vital signs and take samples of urine, sputum as needed.
- Provide care to patients in a manner that promotes safety, comfort, and the therapeutic environment.
- Works with other members of multidisciplinary teams in leading milieu activities such as event groups, goals group, fitness group, activities of daily living groups, or recreational activities.
- Charts patient observations, following prescribed procedures and standards.
- Maintains confidentiality of patient records.

Order Processing (January 2018- Nov 2020) 511 Tactical, Manteca CA

Responsibilities

- Entered orders by deadlines established by managers, into the system ensuring accuracy of all information pertinent to the order.
- Received and processed order adjustments in cooperation with sales representatives and Customers.
- Kept records of customer interactions.
- Worked closely with custom shop production team to notify customers of delays, production issues.
- Built sustainable relationships and trust within customers through open communication.

Cashier (January 2017 –December 2017) Target, Manteca CA

Responsibilities

- Maintained consistent accuracy of cash register, made sure all payment transactions were Proficient.
- Took initiative during slow times to re-stock.
- Assisted fellow team members.

REFERENCES- Available Upon Request.